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Auth: DDA REG. 77/279

Date: _____ By: _____

MEMORANDUM FOR: Acting Deputy Director (Administration)

THRU: Chief of Administration, DD/P

SUBJECT: Survey Report of the Personnel Activities in the Senior Staffs

1. PROBLEM. To re-evaluate Personnel type T/O positions within Senior Staffs of the Clandestine Services with a view toward determining:

- a. The appropriate location, organizationally, for the most economic and efficient performance of essential Personnel and Career Service functions, and
- b. The minimum number of personnel estimated to be required for the performance of such functions.

2. FACTS BEARING ON THE PROBLEM.

- a. In addition to usual personnel administration functions involving the immediate Staff, the Senior Staffs are responsible for:
 - (1) Career planning for their respective specialized corps of officers
 - (2) Establishing standards for the recruitment, training and professional performance for their respective services.

Current implementation of the Career Service Program places an impact not readily measurable on Senior Staff personnel performing the function.

- b. The following is a recapitulation of positions of individuals presently engaged in Personnel and Career Management activities in the Senior Staffs, DD/P:

GS - Grade	15	14	13	12	11	9	7	5	4	Total
FI										
PP										
PM										
TES										
ADMIN										
TOTAL										

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3. CONCLUSIONS.

- a. Details of staffing, major functions and records maintained are annexed as follows:

(1) Tab A - Foreign Intelligence Staff

(2) Tab B -

(3) Tab C -

(4) Tab D - Technical Services Staff

(5) Tab E - Administration Staff

- b. The organizational location of the Career Management and personnel administration functions are believed appropriately placed in the Senior Staffs responsible for the Career planning for their respective corps of officers.

c.

4. RECOMMENDATIONS.

The following recommendations are appropriately directed to the Chief of Administration, ID/P for consideration by the Assistant Chief of Administration (Personnel and Career Management) inasmuch as they will require implementation by Admin Staff:

- a. That standards be developed with regard to the contents of Individual File Folders maintained by Career Service Board Secretariats.

b.

c.

d.

e.

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25X1

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- f. That T/O slots occupied by personnel performing Personnel and Career Management functions be designated as PE, A or PE slots (See PP Staff Tab B).

g.

25X1

5. GENERAL.

- a. While no specific conclusion was arrived at by this study, it is believed that the justification for six positions on the PP Staff should be closely scrutinized with a view toward possible reduction. That such a reduction is possible is indicated by the fact that FI administers a career program for approximately [] with a staff of six while PP Staff administers a program of only [] yet proposes a T/O of 6. 25X9 25X9
- b. Other recommendations involving the consolidated findings of the total DD/P survey with regard to Personnel and Career Management will be included in a separate report. 25X1

Assistant Management Officer, DD/A
(For the Clandestine Services)

Attachments

Tabs A thru E

TECHNICAL ADVISOR

25X1

Plans Research and Development Staff
Personnel Office, DD/A

APPROVED

25X1

Management Officer, DD/A

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25X1

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